



STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION
AND INFORMATION
Human Resources Division

Matthew H. Mead
Governor

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Director

David Urquidez
Administrator

TO: Agency Directors and HR
FROM: David Urquidez, A&I Human Resource Administrator
DATE: May 19, 2014
SUBJECT: Temporary Pay Action Freeze

Due to the impending July 1, 2014 salary increases, it is necessary to make some temporary freeze decisions on pay actions involving existing state employees. In order for the matrix spreadsheets and employee notices to be accurate as possible, we need to minimize the number of salary changes as a result of reclassifications or promotions during this short time period.

Effective immediately, all promotions, reclassifications and or other base pay actions for existing employees are frozen until July 1, 2014. We will not be accepting any new reclassification or promotion requests until after July 1, 2014.

1. Notices of reclassifications sent to agencies already finalized and emailed out having an effective date of June 1, 2014 will be processed and effective June 1st. If these changes did not get captured in the May PAIL we will make changes to the spreadsheet to account for these changes. (This includes the IT Occupational study that is in the process of being completed that will also have a June 1, 2014 effective date).
2. All other reclassification requests that have been submitted, but not completed, will continue to be reviewed and finalized, but having an effective date until July 1, 2014 or after.

This will allow A&I HRD to utilize the data information from the May 2014 Position Allocation Incumbent Listing (PAIL) to make the final calculations for distribution of the position in range merit matrix, with the inclusion of the recently approved reclassifications.

As there are always numerous pay actions which affect these calculations and using data closest to the implementation date maximizes the available funds and provides sufficient time for the agencies to review the data prior to entering it into the system.

Please note the above does not affect the hiring of new employees, only base pay actions for existing employees.

We hope you understand the need for this temporary freeze and appreciate your patience and cooperation through this process.

If you have any questions regarding clarification of this memo or specific questions regarding actions you have already submitted to our office please call Erin Williams at 777-6769.

